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The United States Department of Justice, Office on Violence Against Women (OVW) ([www.usdoj.gov/ovw](http://www.usdoj.gov/ovw)) is pleased to announce that it is seeking applications for the Tribal Domestic Violence and Sexual Assault Coalitions Program. This program furthers the Department's mission by building the capacity of survivors, advocates, Indian women's organizations, and victim service providers to form non-profit, nongovernmental tribal domestic violence and sexual assault coalitions to advance the goal of ending violence against American Indian and Alaska Native women.

# OVW FY 2008 Tribal Domestic Violence and Sexual Assault Coalitions Program

## Eligibility

Applicants are limited to established nonprofit, nongovernmental tribal coalitions, or individuals or organizations that propose to incorporate as nonprofit, nongovernmental tribal coalitions.  
(See "Eligibility," Pages 5-6)

## Deadline

Letters of intent to apply should be submitted by **January 30, 2008**.  
All Applicants should register online with Grants.gov by **February 13, 2008**.  
All applications are due by **8:00 p.m. E.S.T. on March 6, 2008**.  
(See "Deadline: Application," page 5)

## Pre-Application Conference Calls

Tuesday, February 12, 2008 and Wednesday, February 13, 2008  
2:00 p.m. – 4:00 p.m. E.S.T.  
(See pages 4-5 for information on how to register to participate in one of these calls.)

## Contact Information

For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**Grants.gov Number assigned to announcement OVW-2008-1783**

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# **OVW Tribal Domestic Violence and Sexual Assault Coalitions Program (CFDA 16.557)**

## **Overview**

### **About the Office on Violence Against Women**

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ or the Department). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault, and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

### **About the OVW Tribal Domestic Violence and Sexual Assault Coalitions Program**

In 1978, the National Coalition Against Domestic Violence (NCADV) was created, in part, through the leadership of American Indian and Alaska Native women survivors, advocates, and their allies. The first meeting of NCADV was hosted in 1979 by an American Indian nonprofit, nongovernmental organization on an Indian reservation. One year later, in 1980, the first battered women's shelter designed for American Indian and Alaska Native (Indian women) opened its doors on a reservation. Prior to the shelter's establishment, Indian women opened up their homes and used their own resources to provide services to Indian victims of domestic violence and sexual assault.

These efforts to improve systemic and community responses to violence against Indian women began to multiply across the nation, developing into a movement for victims' rights in Indian country. Drawing from unique traditions, Indian governments have been working in partnership with nonprofit organizations to promote the safety of Indian victims and the accountability of offenders. VAWA offered additional resources and training to Indian tribes to develop specific responses to end domestic violence, dating violence, sexual assault, and stalking.

Statistics highlight the need for further resources and organizations devoted to the issue of violent crimes against Indian women. The Bureau of Justice Statistics reports the following between 1992 and 2001:

- Indians experienced a per capita rate of violence twice that of the United States resident population;
- Indians were more likely to be victims of assault and rape/sexual assault committed by a stranger or acquaintance than an intimate partner or family member; and
- Nearly 80% of Indian victims of rape/sexual assault described the offender as white.<sup>1</sup>

Studies also indicate that Indian women suffer a disproportionate level of intimate partner violence and sexual assault.<sup>2</sup> Responding to this critical need, in Federal Fiscal Year 2001, Congress

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<sup>1</sup> Perry, Steven W., *American Indians and Crime*, Washington, D.C., Bureau of Justice Statistics, December 2004, NCJ 203097.

appropriated resources for the development and operation of nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions to address the unique issues that confront Indian victims. The Tribal Domestic Violence and Sexual Assault Coalitions Grant Program (Tribal Coalitions Program) provides much needed resources for organizing and supporting efforts to end violence against Indian women. The purpose of the Tribal Coalitions Program is to build the capacity of survivors, advocates, Indian women's organizations, and victim services providers to form nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions to advance the goal of ending violence against Indian women. A portion of the funds provided under the Tribal Coalitions Program has been set aside to provide technical assistance to tribal coalitions.

The Tribal Coalitions Program implements certain provisions of the Violence Against Women Act of 2000 Public Law No. 106-386, the Justice for All Act of 2004, Public Law No. 108-405, and the Violence Against Women and Department of Justice Reauthorization Act of 2005, Public Law No. 109-162. This solicitation provides program and application guidelines for grant awards to be administered by OVW.

## **Deadline: Letter of Intent**

All applicants who intend to apply for Federal Fiscal Year 2008 funding under this program are encouraged to submit a non-binding letter of intent (please see [http://www.usdoj.gov/ovw/docs/sample\\_letter\\_of\\_intent.pdf](http://www.usdoj.gov/ovw/docs/sample_letter_of_intent.pdf)), to OVW by **January 30, 2008**. You may send the letter to OVW at [ovw.tribalcoalition@usdoj.gov](mailto:ovw.tribalcoalition@usdoj.gov). OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

## **Deadline: Grants.gov Registration**

The Grants.gov registration deadline is **February 13, 2008**. Registering with Grants.gov is a on-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in your organization, and 3) register yourself as an AGO. For more information, go to [www.grants.gov](http://www.grants.gov).

**Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

## **Pre-Application Conference Calls**

OVW will conduct two (2) Pre-Application Conference Calls. During these calls, OVW staff will review the Tribal Coalitions Program requirements, the application process, and answer questions about the Tribal Coalitions Program.

**Conference Call Schedule:** The conference calls are all scheduled for 2 p.m. – 4 p.m. E.S.T. on the following dates:

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<sup>2</sup> Tjaden, Patricia, and Nancy Thoennes, *Extent, Nature, and Consequences of Intimate Partner Violence*, Findings from the National Violence Against Women Survey, Washington, D.C. National Institute of Justice, July 2000, NCJ 181867, p. 25.

Tuesday, February 12, 2008

Wednesday, February 13, 2008

**Registration Instructions:** Anyone who is interested in submitting a Tribal Coalitions Program application may register to participate in the calls. The total number of participants for each call is limited to 25. To register, please e-mail [kathy.howkumi@usdoj.gov](mailto:kathy.howkumi@usdoj.gov) or call Kathy Howkumi at (202) 616-6726. Your registration must be received within two hours prior to the start of the call.

## **Deadline: Application**

The due date for applying for funding under this announcement is **8:00 p.m. E.S.T. on March 6, 2008**. In addition, a hard copy must be sent via overnight delivery method, postmarked by March 6, 2008. See page 10 for further instructions on this.

## **Eligibility**

**It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process.**

By statute, 42 U.S.C. § 3796gg(d)(2), eligible entities for this program are:

- established nonprofit, nongovernmental tribal coalitions addressing domestic violence and sexual assault against American Indian and Alaska Native women; or
- individuals or organizations that propose to incorporate as nonprofit, nongovernmental tribal coalitions that will: (a) obtain nonprofit status within twelve months from the beginning of the project period, and (b) have as their primary mission addressing domestic violence and/or sexual assault against American Indian and/or Alaska Native women.

If an applicant proposes to form a coalition but has not yet incorporated the coalition as a nonprofit at the time of the grant award, the recipient organization or individual(s) will be legally responsible for the grant funds and for ensuring compliance with the terms and conditions of the grant. Once the coalition is incorporated as a nonprofit, it must submit to OVW for review and approval the coalition's Articles of Incorporation and Bylaws, proof of the coalition's nonprofit status by one of the methods described in 28 CFR 38.1(g), a certificate of good standing, and brief biographies of all members of the Board of Directors and professional staff before further grant activities may be undertaken. OVW may withhold release of a portion of grant funds for drawdown until the proposed coalition's corporate formation is complete. OVW may require that the newly formed coalition assume legal responsibility for the grant.

Coalitions are not required to organize across a particular geographic area. Eligible applicants may include but are not limited to local and regional tribal coalitions. Moreover, eligible coalitions may choose to focus on domestic violence or sexual assault, or may develop an approach that addresses both crimes, which must be evident in the coalition's mission statement, proposed goals and objectives.

The leadership and expertise of Indian survivors who have been battered and/or sexually assaulted or persons who have experience working with Indian victims of domestic violence and/or sexual assault must be evident in the development and implementation of any coalition under this program. Membership of the nonprofit, nongovernmental coalition should be comprised of domestic violence and/or sexual assault service providers or victim advocacy

organizations, including faith-based and community organizations, that work tribally, statewide or regionally to institute systemic reform. In addition, coalitions can have broad-based representation, including elders and youth.

**Funding to Faith-Based and Community Organizations:** Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee, will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors.

Faith-based organizations (FBOs) receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

In order to ensure compliance with both the applicable anti-discrimination provision in the Omnibus Crime Control and Safe Streets Act (42 USC 3789d(c)(1)) and the Religious Freedom Restoration Act (RFRA), additional certifications will be required where an FBO seeking or receiving federal funding under this program makes hiring decisions on the basis of religious belief (see the Department's position paper at [www.usdoj.gov/fbci/effect-rfra.pdf](http://www.usdoj.gov/fbci/effect-rfra.pdf)).

Additional information concerning the certification requirements will be forthcoming.

## **OVW Tribal Domestic Violence and Sexual Assault Coalitions Program – Specific Information**

### **Types of Applicants**

In Federal Fiscal Year 2008, OVW will accept applications for the Tribal Coalitions Program from both current grantees and new applicants. Tribal coalitions funded in Federal Fiscal Year 2006 are eligible to apply for continuation funding.

**New applicants** include individuals or nonprofit organizations that have never before received funding from OVW, or a nonprofit organization that has received OVW grant funding in the past, but does not currently have an active OVW grant award.

### **Federal Fiscal Year 2008 Program Priority Areas**

In Federal Fiscal Year 2008 OVW created a priority for funding the creation of tribal domestic violence and/or sexual assault coalition programs in states where OVW currently does not fund a tribal government or the tribal population in the state can support the formation of an additional tribal coalition(s). Our goal is to support the formation of tribal coalitions in these states to ensure that violence against Indian women receives the attention it deserves. The following states are included in this priority area: California, Connecticut, Florida, Idaho, Iowa, Kansas, Louisiana,

Massachusetts, Maine, Nevada, New York, Oklahoma, Oregon, Rhode Island, South Carolina, North Carolina, Texas, and Utah.

**Current grantees** are established nonprofit, nongovernmental tribal coalition programs that have at least one active grant award from any OVW grant program.

**NOTE:** Current grantees who received funding from the Tribal Coalitions Program in 2007 are not eligible to apply for 2008 funding.

**Tribal Governments are not eligible to apply for this funding and will not be considered.**

**A federal employee may not apply for this funding as an individual proposing to a form a coalition. Such an application will not be considered.**

**Continuation or supplemental funding is not guaranteed. All applications will be subject to review.**

#### **Availability of Funds**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

#### **Award Period**

The award period for these grants will be 24 months. **Budgets must reflect 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 24 months.**

#### **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Tribal Coalitions Program funds for Federal Fiscal Year 2008 will be awarded based on the following guidelines:

New applicants who are proposing to form a tribal coalition are eligible to apply for up to \$150,000 for the limited purpose of completing all of the basic activities associated with forming a nonprofit tribal coalition, including filing articles of incorporation, creating by-laws and standard operating procedures, as well as establishing a board of directors; and attending mandatory institutes. Applicants who are proposing to form a tribal coalition may not apply for funding to provide direct services or public awareness activities, or to engage in efforts to change the systemic response to violence against Indian women.

Requests for continuation funding must be reasonable. It is unlikely that OVW will make continuation awards in excess of \$595,000 due to Federal Fiscal Year 2008 Program Priority Areas.

#### **Program Scope**

A coalition is a group of individuals, victim services providers and/or organizations, including faith-based and community organizations, working together in a common effort, for a common purpose to make more effective and efficient use of resources. The common purpose of a tribal domestic violence and sexual assault coalitions must be addressed in your application. You must describe how grant funds would: (1) support and develop the leadership of the tribal coalition to effect social change and systemic reform in response to violence against Indian women; (2) ensure the

safety of Indian victims of domestic violence and/or sexual assault and promote the accountability of offenders.

The leadership and expertise of Indian survivors who have been battered and/or sexually assaulted or persons who have experience working with Indian victims of domestic violence and/or sexual assault are critical to the successful development and operation of nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions.

#### Statutory Program Purposes

By statute, funds under the Tribal Coalitions Program may be used for the following purposes:

- Increasing awareness of domestic violence and sexual assault against American Indian and Alaska Native women;
- Enhancing the response to violence against American Indian and Alaska Native women at the tribal, Federal, and state levels; and
- Identifying and providing technical assistance to coalition membership and tribal communities to enhance access to essential services to American Indian women victimized by domestic and sexual violence.

Grant funds may be used for, but are not limited to, the following activities:

- Establishing the tribal coalition and maintaining an office and hiring staff (reasonable costs in connection with the establishment of an organization are allowable);
- Providing technical assistance to coalition members, programs, organizations, and service providers to support and develop their leadership in ending violence against Indian women;
- Expanding the capacity of coalitions;
- Developing or enhancing appropriate standards of services for service providers;
- Conducting statewide, regional, and/or tribally-based meetings or workshops for tribal victim advocates, survivors, community members, legal services staff, health care professionals, and criminal justice representatives;
- Bringing local tribal programs together to identify gaps in services and to coordinate activities;
- Coordinating and presenting public awareness or community education programs (including education for youth) to increase understanding of domestic violence and/or sexual assault; and
- Providing direct services or assistance to victims of domestic violence, sexual assault, dating violence or stalking, provided that, **no more than fifteen percent** of the total budget may be used to support these activities.

#### Activities That May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Batterer intervention programs that do not use the power of the criminal justice system to hold batterers accountable for their behavior (to the extent that a criminal justice system exists in each community); and



- Procedures that would force victims of domestic violence, sexual assault, or stalking to testify against their abusers or impose other sanctions on them.

#### Unallowable Activities

Grant funds under the Tribal Coalitions Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects;
- Addressing child abuse outside the context of domestic violence and/or sexual assault; and
- Physical modifications to buildings, including minor renovations.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

<b><i>Objective</i></b>	<b><i>Performance Measures</i></b>	<b><i>Data Grantee Provides</i></b>
Strengthen partnerships for safer communities and enhancing the Nation's capacity to prevent, solve, and control crime.	<p>1) The number of member programs belonging to the coalition;</p> <p>2) The number of staff in the coalition.</p>	<p>This information will be provided to OVW through semi-annual progress report forms. Please see <a href="http://muskie.usm.maine.edu/Vawamei/attachments/pdf/forms/Tribal/tribalcoalitions">http://muskie.usm.maine.edu/Vawamei/attachments/pdf/forms/Tribal/tribalcoalitions</a></p>

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

#### **Grants.gov Instructions**

Complete instructions can be found at [www.grants.gov](http://www.grants.gov). Please note that Grants.gov is not the same as the Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

#### **Overnight Mail Instruction**

In addition to submitting the application online at [www.grants.gov](http://www.grants.gov), applicants **must** submit a hard copy of the application by **overnight delivery**. The hard copy of the application must contain all of the signed original documents including the signed required Assurances and Certifications. The hard copy must be **postmarked by March 6, 2008 and delivered to:**

**The Office on Violence Against Women  
c/o Lockheed Martin Aspen Systems Corporation  
OVW Tribal Domestic Violence and Sexual Assault Coalitions Program  
Mail Stop 2K  
2277 Research Boulevard  
Rockville, MD 20850  
(301) 519-5000.**

#### **CFDA Number**

The Catalog of Federal Domestic Assistance number for this program is **16.557**, titled "Tribal Domestic Violence and Sexual Assault Coalitions Program" and the funding opportunity number is OVW -2008-1783.

#### **A DUNS number is required**

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

## **What an Application Must Include**

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete. OVW will remove the application from consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than one page each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 20 pages for the Project Narrative (Items D through G below)

#### **Application for Federal Assistance (SF-424)**

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted. The Catalog of Federal Domestic Assistance number for the Tribal Domestic Violence and Sexual Assault Coalitions Program is 16.557 (block 10). Please be sure that the amount requested matches the amount of Federal funding in the submitted budget.

Applicants must ensure that the information for authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying.

**Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)**

Review the assurances and certification forms. To successfully submit your application, you must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

**Narrative (Total 75 Points)**

The following narrative will be submitted as an attachment in Grants.gov. Note that the Project Narrative (Items D through G below) may not exceed 20 pages.

A. Summary Data Sheet (limit to one page)

Please identify the following:

- Name, title, address, phone number, fax number, and e-mail address for the authorized official;
- Name, title, address, phone number, fax number, and e-mail address for the point of contact;
- Whether this is a new applicant or current grantee;
- The name of the individual(s) and/or organization submitting the application;
- Which Tribal Coalitions Program purpose area(s) are addressed by this proposal; and
- The name of each Federally-recognized Indian tribe(s) that will be served by the proposed project.

B. Abstract/Proposal Summary (limit to one page)

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe proposed project goals and objectives. Summaries of past accomplishments should be avoided in the abstract. Abstract will be reviewed by the peer review panel according to the following criteria:

- Conciseness; and
- Accuracy in summarizing the Project Narrative.

C. Status of the Current Project (limit to five pages)

**Only applicants for continuation funding need to complete this section. This section will be used for internal review only. Applications that do not meet the criteria below may received a deduction in points.** This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the Narrative. State what has been accomplished with previous funding under the Tribal Coalitions Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of February 20, 2008, the anticipated time line for expenditure of all remaining funds within the grant award period, whether the grantee anticipates requesting a no-cost extension of the award, and the likely timeline for such a request;
- A description of the grantee's efforts to sustain part or all of the current project without Federal funds; and
- A list of all OVW-sponsored technical assistance events attended during the life of the current award, including title, location and date(s) of each.

This section should be as clear and succinct as possible. **Current grantees that do not include this section will receive a 25 point deduction from the final score for their application.**

**Additionally, current projects will be rated by OVW using the following criteria:**

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrated the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with Tribal Coalitions Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from DOJ;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee has closed out prior awards in a timely manner;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from OVW;
- Whether the grantee has complied with the Office of Management and Budget audit requirement; and
- If the applicant proposed to form a new coalition and incorporate it as a nonprofit, whether the coalition has submitted written documentation that identifies the coalition's authorized official for the grant and included copies of the coalition's articles of incorporation and bylaws, proof of the coalition's non-profit status by one of the methods described in 28 CFR 38.1(g), a certificate of good standing, and brief biographies of all board members and professional to OVW.

Please note that applicants with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs' (OJP) financial requirements, or did not comply with special conditions from previous grants will not be considered for funding. Your organization may not be considered for continued Tribal Coalitions Program funding if your organization has not:

- Formed a nonprofit, nongovernmental tribal domestic violence and sexual assault coalition;
- Established bylaws;
- Maintained the nonprofit in good standing; and
- Established a board of directors.

D. Purpose of Application (10 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information of the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Describe how the proposed project complements the state STOP Violence Against Women Implementation Plan;
- Include background information such as name, history, proposed or established membership requirements, etc.; and
- Include the coalition's mission statement and major accomplishments, if available.

E. What Will Be Done (30 points)

This section should briefly:

- Identify the project goals and objectives of the proposed project. You should also provide details about the specific tasks and activities that would be necessary to accomplish each goal and objective, including a time line and a description of the responsible individuals and agencies.
- For proposed new coalitions, provide a timeline for completing corporation formation activities within twelve months and describe how and by whom those activities will be accomplished. Corporation formation activities include drafting articles of incorporation, bylaws, policies and procedures, recruiting board members, qualifying for tax exempt status, filing incorporation papers with the appropriate jurisdiction, and applying for an Employer Identification Number. This is the only activity that applications proposing new coalitions should identify.
- Identify the staffing needs, including job descriptions identifying the responsibilities of proposed staff positions and qualifications that would be required of key staff conducting and managing the proposed project;
- Outline the specific technical assistance and training needs of the coalition; and
- Identify any products that will be created with grant funding (such as brochures, posters, public education, training material, audio-visual materials etc.), and describe how the products could benefit the proposed project communities.

F. Who Will Implement the Project (30 points)

All applicants must identify those persons in leadership positions within the coalition (or points of contact). Include resumes or a summary describing experience effecting systemic reform in response to violence against Indian women and working with Indian victims of domestic violence and/or sexual assault.

Please briefly describe the following:

- The name of each agency, organization, or independent consultant that will be involved with implementing the project;
- The names and titles of key individuals from each agency or organization who will be involved with developing and implementing the proposed project;
- Each individual's knowledge of, or experience in, addressing domestic violence, dating violence, sexual assault, or stalking;
- The title of any new position(s) that will be created to staff the project.

G. Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Tribal Coalition Program were no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.

**Budget Detail Worksheet and Narrative (Total 25 Points)**

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions.

Tribal Coalition Board members and/or individuals serving in an advisory capacity to form a tribal coalition are **not** eligible to receive compensation. Grantees can, however, pay members of the board and/or committees for mileage to attend board and/or committee meetings.

**Budget Caps**

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs.

While there is no specific amount for which eligible organizations may apply, it is unlikely that OVW will make awards in excess of \$595,000 for continuation applications.

New applicants that are proposing to form a tribal coalition are eligible to apply for up to \$150,000 for the limited purpose of completing all of the basic activities associated with forming a nonprofit tribal coalition, including filing articles of incorporation, creating by-laws and standard operating

procedures, as well as establishing a board of directors. Applicants that are proposing to form a tribal coalition may not apply for funding to provide direct services or public awareness activities, or to engage in efforts to change the systemic response to violence against Indian women in the first two years of operation.

**OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.**

### **Budget Requirements**

The following is a short list of the budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day because they require prior approval from the OVW's Director.
- Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants **may not** use any OVW funds for conducting research; however, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre and post testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are required** to allocate funds in the amount of **\$15,000 (\$20,000 for Alaska applicants)** to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the "travel" category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance. Any training and TA funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.
- Applicants are also encouraged to include \$1,500 in their budgets to attend Financial Management Training Seminars sponsored by the OJP's Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at <http://www.ojp.usdoj.gov/oc/fmts.htm>.
- Applicants proposing to form a new tribal domestic violence and/or sexual assault coalition must identify those costs associated with corporate formation activities, including drafting articles of incorporation, bylaws, policies and procedures, recruiting of board members,

qualifying for tax-exempt status, filing incorporation papers with the appropriate jurisdiction, and applying for an Employer Identification Number.

- Continuation applicants may budget for providing direct services or assistance to victims of domestic violence, sexual assault, dating violence or stalking, however, no more than **15 percent** of the total budget may be used to support these activities.

A **Sample Budget Detail Worksheet** is available at

[http://www.ojp.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf). The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and show how the amounts of the specific budget items were determined.

### **Support Letters(s) from existing tribal domestic violence or sexual assault victim advocacy programs or organizations:**

Applicants must include a letter(s) from tribal community members to be served or from existing tribal domestic violence or sexual assault victim advocacy programs or organizations describing their involvement with the development and/or operation of the tribal coalition.

- If submitting a letter from an existing program or organization it must be signed by the authorized person and be on organization letterhead.
- If letters are from individual tribal community members, the name, address, and phone number must be typed or printed and it must have an original signature.

### **Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to [http://www.usdoj.gov/ovw/docs/nonsup\\_letter.pdf](http://www.usdoj.gov/ovw/docs/nonsup_letter.pdf) for a sample letter.

### **Financial Capability Questionnaire**

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. You should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit your current year's audit report with the Financial Capability Questionnaire.

### **Indirect Cost Rate Agreement**

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement. If you need additional information on this requirement, please go to <http://www.ojp.usdoj.gov/FinGuide/part3chap17.htm>.

### **Position Descriptions and Resumes**

Please be sure to include a copy of a position description for each new position that will be created with grant funding as an attachment to the hard copy of your application. You should also include copies of resumes or *curriculum vitae* for each employee and each individual consultant who will be paid with grant funding.

## **Selection Criteria**

In addition to the criteria above, all applications will also be rated on the following:



- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which activities are clearly described and reflect sound and innovative strategies to improve victim safety;
- The extent to which the budget is reasonable and within established limits; and
- The extent to which the local community has been involved in developing and implementing the proposed project.

The total points possible for an application are 100 (75 points for the Project Narrative, 25 points for Budget). Applicants with the highest composite scores will be considered for funding.

In addition, current grantees seeking continuation funding may have their final score reduced by up to 25 points, or may not be considered for funding based on the evaluation criteria listed on pages 11-13 of this solicitation.

## Review Process

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to peer review, only those sections of the application that are within scope will be reviewed.** Criteria for initial review include the following:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 7);
- Whether all statutory eligibility criteria are met (see pages 7-8);
- Whether the minimum requirements for the program are met (see page 8);
- Whether the application proposed significant activities that may compromise victim safety (see pages 8); and
- Whether the proposed budget is within the established limits (see pages 15-17).

If applications contain activities that are partially outside the scope of the Tribal Coalitions Program, then only those activities that are within the scope of the program will be considered for funding. Additional review criteria include:

- Whether the geographic distribution of the application is representative of Indian country and if the jurisdiction already has an existing tribal coalition;
- Whether the ratio of population to the coalition's proposed services is realistic; and
- What types of projects are already funded within the applicant's community.

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See pages 11-13 for further details on criteria for this review.) Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with OJP's financial requirements, or did not comply with special conditions from previous grants will not be considered for funding.

## Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding

All OVW grantees must comply with these additional requirements. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>. References to the OJP and its components are deemed to refer to OVW, as applicable.

## OVW Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. **Applications will not be accepted via facsimile.**

**Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Complete applications should include the following:

- The SF-424
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, project narrative, and for continuation applicants, the status of the project(s);
- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting;
- Support Letters(s) from existing tribal domestic violence or sexual assault victim advocacy programs or organizations and/or individual community members;
- A current Federally approved Indirect Cost Rate Agreement (if applicable);
- Financial Capability Questionnaire (if applicable)

Detailed instructions on how to use the Grants.gov system to submit your application online are available at [www.grants.gov](http://www.grants.gov). Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-800-518-4726.

To help expedite the review process, applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by March 6, 2008** to:

**The Office on Violence Against Women  
c/o Lockheed Martin Aspen Systems Corporation  
OVW Tribal Domestic Violence and Sexual Assault Coalitions Program  
Mail Stop 2K  
2277 Research Boulevard  
Rockville, MD 20850  
(301) 519-5000**